



495 Flatbush Avenue
Suite 67
Brooklyn, NY 11225
williemaerockcamp.org
(347) 599-0716

Willie Mae Rock Camp for Girls (WMRC), a music and social justice organization in NYC, seeks a part-time **Program Coordinator**. The Program Coordinator is a member of the Programs team, which designs and implements school partnerships, community workshops, after-school music classes, and our core summer camp intensives. The Program Coordinator reports to the Educational Programs Director, and manages office interns throughout the year.

Hours: base hours 20 hours/week January - June and September – December; approximately 40+ hours/week during summer programming. During summer camp sessions, all staff is expected to be fully committed and available for support and operations, with occasional weekend work. Some flexible hours are required during other program-heavy weeks outside of the summer. This is a non-exempt, part-time permanent position that is eligible for overtime pay. Please see below for job description, qualifications, and instructions on how to apply.

CORE PROGRAM COORDINATION

- **Summer Camp Planning**
 - Coordinate camper application process and enrollment
 - Attend outreach events
 - Co-design camper programming
 - Provide support for evaluation prep, distribution, and processing
 - Support volunteer and camp staff recruitment, assignments, and trainings
 - Compile data of programs for grant usage
 - Support with venue communication as needed

- **Summer Camp (on-site)**
 - Manage reception and daily communication
 - Parent Liaison
 - Co-design showcase programming
 - Manage merchandise sales and track inventory

- **Year Round Core Programs / Partner Programs**
 - Coordinate & support workshops, partner programs, and after school programming
 - Support the Educational Programs Director as needed with teaching artist recruitment and training
 - Train and manage office interns
 - Represent organization at current and prospective partner meetings and events
 - Participate in organizational development trainings and conferences as needed

GENERAL RESPONSIBILITIES

- Participate in a staff culture that centers social justice and the WMRC mission
- Update organizational website regularly (no web design experience necessary)
- Attend regular team meetings and all-staff meetings
- Be available to work 40 + hours during Summer Camp weeks and approximately 30 hours in the summer between camps.
- Provide support with special events and fundraising campaigns as needed
- Provide support for office orders, filing, scanning, and mailings; email inquiries, IT operations, and general support as needed

Qualifications

- Exceptional verbal and written communication skills
- Exceptional organizational skills
- Must be a self-starter and take initiative when appropriate
- Must be punctual and have a rigorous work-ethic
- Proven experience working with a wide range of communities and identities
- At least 2 years administrative experience working with Google Drive, Microsoft Office or comparable systems
- Proven experience creating and managing project timelines and logistics for education, arts, community, or similar programs for youth
- Demonstrated experience working on a team: taking the lead as necessary, following through on tasks, managing tasks across various departments, asking for assistance when needed, etc.
- Music and/or gear knowledge is a bonus but not required
- Fundraising and events experience is a bonus but not required

Ideal candidate:

- Has familiarity with learning about anti-oppressive and social justice work
- Has experience working with people from a wide range of identities, including those who are historically marginalized
- Has a passion for the arts and/or youth development work
- Has an optimistic and welcoming personality; ability to navigate many personalities and challenging situations with professionalism
- Enjoys being with people and networking to recruit campers, and engage with families, board, volunteers, partners, and more
- Has experience with youth management and programming
- Has excellent problem solving skills
- Can handle fast-paced situations that require vigilance, memorization, and management

ORGANIZATION OVERVIEW

Founded in 2004, Willie Mae Rock Camp for Girls (WMRC) is a non-profit music and mentoring program that serves girls, women, trans and/or gender non-binary/nonconforming youth and adults in New York City each year through a variety of music and social justice programs. The organization's mission is to empower girls and women through music education and activities that foster self-respect, leadership skills, creativity, critical thinking, and collaboration. The organization brings together youth and adults from diverse communities and encourages them

to explore self-expression through music, hone their critical thinking skills, build meaningful alliances, develop confidence in making healthy choices in their lives, and bring about positive change in their communities and in the world.

Serving more than 600 students, ages 5-18, WMRC offers summer camps, after school programs, summer fellowships, community events, and ongoing mentoring support at locations throughout New York City, and at its Brooklyn headquarters, Willie Mae Music Lab. The programs all operate as anti-oppressive, inclusive spaces that provide music instruction, workshops, the chance to write and perform original music, performances by visiting artists, and other activities. The organization's annual operating budget is \$550,000. The staff consists of full-time and part-time staffers, seasonal staff, and an active volunteer base of more than 150 adults who provide instruction, lead workshops, and serve as mentors at the organization's summer programs.

Willie Mae Rock Camp for Girls has received the Union Square Arts Award for excellence in arts and social justice programming and the Susan B. Anthony Award from the New York City chapter of the National Organization of Women. Its work has been covered by The New York Times, O and Elle magazines, MTV, National Public Radio, and many other media outlets. Willie Mae Rock Camp for Girls is a founding member of the Girls Rock Camp Alliance, an international coalition of girls' rock camps.

To learn more about Willie Mae Rock Camp for Girls, visit www.williemarockcamp.org

TO APPLY:

Email your resume (max. 2 pages, PDF only) and one-page cover letter to hire@williemarockcamp.org. Please include in the main body of your email a brief explanation of what specifically draws you to the position, and the organization. Include "Program Coordinator" in the subject line. Priority deadline is November 9th -- applications received after November 9th will be reviewed on an as-needed basis. Incomplete applications will not be considered. No fax or telephone inquiries, or direct emails to staff. All responses will be kept strictly confidential.

Willie Mae Rock Camp for Girls is an Equal Opportunity Employer committed to a richly diverse workplace and organizational community. Willie Mae Rock Camp for Girls does not discriminate on the basis of race, religion, national and/or ethnic origin, marital status, sexual orientation, mental or physical ability, or gender identity or expression in the administration of any of its educational programs, admissions policies, scholarships, and other WMRC-related policies and programs, as well as volunteer and employment-related policies and activities. **Women-identified people and people of color are strongly encouraged to apply.**